



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
SFSU MPP-06-03 SFSU ESEP-06-03	02-27-06	Open Until Filled

POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION & DUTY STATION
NURSE PRACTITIONER GS-610-12, \$71,965 per annum (Special Salary Rates Authorized Under 5 USC 5303)	Santa Fe Indian Hospital Clinical Services - Medical Staff Santa Fe, New Mexico
OR	
PHYSICIAN'S ASSISTANT GS-603-12, \$68,275 per annum (Special Salary Rates Authorized Under 5 USC 5303)	

AREA OF CONSIDERATION: All Sources

RELOCATION: Relocation Expenses will be paid.

CONDITIONS OF EMPLOYMENT:

One Permanent Full-Time Position. The incumbent of this position is subject to call back and/or standby work.

If you are a male, born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from the federal service.

DUTIES AND RESPONSIBILITIES for NURSE PRACTITIONER: Participates directly in the medical care of patients, performing functions to the extent delineated by medical staff privileging process. Provides direct care/services to pediatric, geriatric, adolescent, and adult patients. Provides comprehensive therapeutic and preventive health services to individual patients, family members, and patient groups in a hospital setting as a primary healthcare provider, in collaboration with physicians on the Santa Fe Service Unit medical staff. Initiates inpatient history, physical examination, and admitting orders. Assesses and diagnoses needs and sets up a plan of action to meet identified needs by providing health services to individuals and families. Such services may focus on specific age populations (such as child and adolescent health), life span issues (such as prenatal care), and acuity of care (such as urgent and emergent care). Makes decisions concerning medical care needs of patients with physicians and designated consultants. These decisions reflect a focus and regard on nursing care needs. Identifies and manages specific illnesses. Familiarizes self with the

cultural, social, political, geographic, demographic, economic, and epidemiologic characteristics of the assigned communities. Available to orient staff, tribal members, health board members, and tribal leaders on relevant health care issues. Serves in a teaching capacity in the development of other health care workers and precepting students. Responsible for working with the goals of EEO. Participates in Quality Assurance/Risk Management activities of the service unit. Attends medical staff, committee, and JCAHO team functions as assigned. Serves as a hospital community liaison for school health programs, adolescent services, and health fairs. Services provided in clinics include: Assessment, diagnosis, and treatment of all types of illnesses. Secures a health and developmental history from the patients, or parents; records findings and makes critical evaluation. Lifesaving and support measures in emergency situations. Primary care for trauma, including suturing, wound care, splinting, and simple casts. Follow-up management of normal prenatal, postpartum, and family planning patients. Provides counseling, guidance, and health instructions to patients, families and groups. Orders and interprets laboratory tests and imaging studies. Works collaboratively with physicians, seeking guidance and supervision when appropriate. Makes referrals to physicians, including specialists and sub-specialists when appropriate. Provides health care and preventive services to healthy individuals, including guidance in nutrition, common illnesses, accidents, child growth/development, and child rearing. Uses health care and preventive services such as: Health Educator, Dietary, Physical Therapy, Community Health Representatives, Home Health, Public Health, Support Groups, Utilization Review, Emergency Medical Services, Information Management, Patient Benefits Coordinator, Hospice, and Environmental Health. Teaches and supervises patients and families in techniques of positive health measures, accenting and adjusting to the implications and responsibilities of medical care, diagnoses, and treatment. Maintains health records in accordance with established policy and prepares reports in compliance the Privacy Act, HIPAA, and the SFSU medical staff bylaws, rules and regulations. Performs other duties as assigned.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS FOR NURSE PRACTITIONER:

BASIC REQUIREMENTS: *Education:* Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

In addition to meeting the basic requirements: One year of specialized experience equivalent to at least the GS-11 level. Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

Evaluation of Education: Graduate-level education must have been in nursing with concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in closely related non-nursing field directly applicable to the requirements of the position to be filled.

Professional Nurse Experience: Through advanced competence in primary health care, provides direct comprehensive nursing and preventive and therapeutic health services to individuals, families or groups. This includes assessing the health status of individuals, managing the care of selected patients, and providing treatment, health teaching, counseling, guidance, and instructions to individuals/families so that they participate in a plan of care. This experience may have been gained in hospitals, clinics, emergency rooms, or community health care settings.

SELECTIVE FACTOR: In addition to the qualifications requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills, and abilities (KSAs).

Verification of a current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States is required when filling all positions for registered nurses at all levels.

Applicants must have certification issued by the appropriate certifying body (such as the American Nursing Association) as a Nurse Practitioner.

Certification is required for all I.H.S. nurse practitioners when moving to a position other than the one presently encumbered. Certification for individuals will be waived only for a position they presently encumber.

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS Nurse must possess and maintain a valid, active, current licensure/registration as a professional nurse.

- Substitution of education for experience is made in accordance with OPM Operating Manual Qualifications Standard for General Schedule Positions.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSA's describe below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Knowledge of the principals, concepts and techniques of clinical medicine (diagnosing & treating common health conditions) and the nursing process as they relate to the role of the nurse practitioner.
2. Knowledge of the federal, state and local laws and regulations governing the nurse practitioner.
3. Ability to communicate in writing.
4. Ability to communicate orally.
5. Ability to independently plan, or organize and manage work.

DUTIES AND RESPONSIBILITIES for PHYSICIAN'S ASSISTANT: **General Patient Care:** Responsible for seeing patients in the outpatient clinics, both by appointment and as walk-ins. Responsible for seeing patients with a wide range of problems, including chronic disease management, family planning, acute injuries, acute medical and surgical diagnoses, pediatrics (both well children and acutely ill), and for performing physical examinations. Attends morning rounds daily and participates in discussions of patient management. Admits patients under physician supervision. Takes a thorough medical history, including chief complaint, history of the present illness, past medical history, family history, social history, record of medications and allergies, and appropriate review of systems. Performs an appropriate physical examination on every patient seen. Employs ophthalmoscope, otoscope, sphygmomanometer and other basic diagnostic instruments. Orders and interprets laboratory and screening tests including urine analysis, gram stains, wet preps, and hematocrits. Within scope of training, makes diagnosis of medical conditions of patients. Formulates problem lists and treatment plans. Prescribes medications and treatment therapies, and directs nurses, health technicians, physical therapists, dieticians, pharmacists and other health personal in carrying out appropriate therapy. Performs or orders therapeutic modalities, such as immunizations, injections, local anesthesia; reduces simple fractures, applies and removes casts for sprains and fractures; sutures wounds and removes sutures; debrides burns and wounds; performs incision and drainage of soft tissue infections; aspirates joint effusions. Recognizes, evaluates and provides initial response to situations, which call for emergency medical procedures such as cardiac or respiratory arrest; shock; major trauma; seizures; acute urinary obstruction; major bleeding; acute psychosis; and acute abdomen. Instructs and counsels patients regarding matters pertaining to their physical and mental health, such as diet, social habits, family planning and birth control, normal growth and development, aging, long term disease management, physical therapy, AIDS and infertility counseling. Provides individual counseling on a continuing basis for common social and emotional problems, recognizing need for referral to a mental health professional. Follows complicated patients, under advice of the consulting specialists. Orders any routine X-ray studies including contrast examination and nuclear studies. Independently interprets x-rays including ultrasound reports. Responsible for initial orthopedic evaluations and for referring patients to orthopedic specialist when appropriate. Independently contacts medical and surgical consultants to discuss patient care, making appropriate referral after discussion with a physician. Independently arranges referral of patients to appropriate health facilities, agencies and resources of the community, under the physician signature. Assists at surgery when needed. Independently provides or arranges for services to patients requiring continuing care including Community Health Nurses, Community Health Representatives, Home Health nursing staff and school health personal, making home visits and visits to nursing homes or extended care facilities, and ordering contract health funds for medical equipment and services, over physician co-signature. **Independent Field Clinic Duties:** On a solo basis, conducts field clinics in which functions independently and without direct physician supervision at the field clinics of the Service Unit. Provides direct patient care, including taking a history, performing a physical exam, simple office lab tests, and prescribing treatment. Orders diagnostic tests, consultations, referrals and arranges follow-up accordingly. Dispenses medication and maintains field pharmacy stocks on own. Maintains needed equipment to support the clinical program. Makes home visits for homebound patients. Interacts with tribal leaders and tribal health workers to develop and refine health delivery system. **Medical Records:** Makes complete and accurate entries into the charts of all inpatients and outpatients seen and treated, in accordance with the problem oriented record system (SOAP format). Completes PCC sheets, emergency room forms, procedure permits, prenatal record forms, immunization forms, school or employment physical exams forms, and any other forms necessary for complete care of the patient. **Professional:** Assists in providing continuing education for the Medical Staff, Nursing Staff, and Radiology Staff, Health Technicians, and Emergency Medical Technicians, works with the Service Unit Health Education department to develop community health programs. Participates in Medical Staff committees as assigned by the Clinical Director or Chief of Staff, including assisting with chart review for Quality Assurance audits. Participates in reviews of Standing Orders for Physician Assistants. Participates in other Quality Assurance and Utilization Review activities of the Medical Staff as requested.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS FOR PHYSICIAN'S ASSISTANT:
Basic Requirements

A broad background of knowledge of the medical environment, practices, and procedures such as would be acquired by a bachelor's degree in a health care occupation such as nursing, medical technology, or physical therapy, or by 3 years of responsible and progressive health care experience such as medical corpsman, nursing assistant, or medical technician; and successful completion of a certificate or diploma program of at least 12 months, including clinical training or preceptorship, specifically designed for professional-caliber physician's assistants that provided knowledge and ability required to take a detailed medical history, to therapeutic tasks, and to exercise a degree of judgment in integrating and interpreting findings on the basis of general medical knowledge, or equivalent education and training.

OR

Successful completion of a full 4-year program for physician assistants leading to a bachelor's degree.

The course study or training must be approved by a nationally recognized professional body such as the Committee on Allied Health Education and Accreditation or the Accrediting Bureau of Health Education Schools, or by a panel of physicians established by a Federal agency for this purpose.

Applications who meet the basic requirements qualify for GS-7.

Additional Requirements for Grade GS-9 and Above:

EDUCATION:

Applicants who have completed 3 full years of a curriculum in an accredited medical school leading to the Doctor of Medicine or Doctor of Osteopathy degree may be rated eligible for GS-9.

Applicants who have completed the requirements for the degrees of Doctor of Medicine or Osteopathy, but who lack licensure to practice medicine in the United States, may be rated eligible for GS-11.

OR

EXPERIENCE:

One year of specialized experience equivalent to at least the next lower grade level. The required experience must have demonstrated the ability to perform professional-caliber medical work as a physician's assistant with minimal supervision, include the exercise of a degree of judgment in integrating and interpreting diagnostic findings and in determining the need to referral to a physician.

Evaluation of Experience: Applicants qualifying on the basis of specialized experience must have the following:

- Ability to identify a medical problem and determine appropriate action to meet the problem, including referral to a physician.
- Knowledge and understanding of the environment, principles, ethics, and special human relationships in the field of medicine.
- Knowledge of the medical, biological, and physical sciences related to the applicable area of medicine.
- Knowledge of and ability to perform specified diagnostic and therapeutic practices and procedures.
- Ability to work responsibly with physicians and other members of the medical team, and to deal effectively with patients.
- Ability to communicate effectively, both orally and in writing.

In addition to meeting the Basic Requirements: Candidates for GS-12 must have had at least 52 weeks of specialized experience equivalent to at least the GS-11 level.

SPECIALIZED EXPERIENCE: The incumbent must have experience which has demonstrated the ability to perform professional-caliber medical primary care services under the guidance of a physician. The types of experience, which will be credited as shown under "Duties and Responsibilities".

SELECTIVE FACTOR: In addition to the qualification requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills, and abilities (KSAs)

Certification as physician assistant by the National Commission on Certification of Physician Assistants is required as a selective factor when filling all positions in the GS-603 series. The only exception is that new physician assistant graduates (defined as individual who have obtained a qualifying degree within 12 months of their appointment) have one year from the date they enter on duty to provide evidence of certification. During this one year period, new physician assistant graduates will be assigned responsibilities under closer supervision than that normally expected of a certified physician assistant.

Certification is required for all Indian Health Service (I.H.S.) physician assistants when moving into a position other than the one presently encumbered. Certification for individuals will be waived only for the position presently encumbered.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

TIME-IN GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates

possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to work with professional and non-professional staff and to deal effectively with patients and paraprofessional staff.
2. Knowledge of health principal and practices related to primary medical outpatient services.
3. Ability to perform diagnostic and therapeutic practices and practices.
4. Ability to provide emergency treatment.
5. Ability to identify a medical problem and determine appropriate action to meet the problem, including referral to a physician.
6. Knowledge and understanding of the environment, principles, ethics and special human relationships in the field of medicine.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **MUST INDICATE** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applicants will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veterans Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Charlotte Yazza-Bain (505) 946-9238. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Displaced Federal Employees Requesting Special Selection Priority Consideration: If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

Career Transition Assistance Program (CTAP) -- To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.

5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

Interagency Career Transition Assistance Program (ICTAP) – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 - 5) Retired under the discontinued service retirement option; or
 - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

Only U.S. citizens may be appointed to the Competitive Service.

WHERE TO APPLY:

Applications MUST be submitted to the following address:

Santa Fe Indian Hospital
Human Resources Office
1700 Cerrillos Road
Santa Fe, NM 87505

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. We do not FAX vacancy announcements. For inquiries, contact Charlotte Yazza-Bain, Human Resources Specialist, 505 946-9238.

REQUIRED DOCUMENTATION:

Verification of Indian Preference: Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian Preference will not be given unless the BIA Form 4432 is attached to the application/Resume.**

The OF-306, Declaration for Federal Employment. Form may be downloaded from: <http://www.opm.gov/Forms/pdf fill/of0306.pdf>

Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions.

Copy of valid license/registration as required by PHS Licensure Policy.

Copy of Nurse Practitioner certification. OR
Copy of Physician's Assistant certification

See 'HOW TO APPLY' on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

Charlotte Yazza-Bain

Human Resources Specialist

02/23/06

Date

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____

(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____

*[If **AYES**®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____

*[If **AYES**®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant=s Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.
Please do not send completed data collection instruments to this address.

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.			
Optional Application for Federal Employment – Form Number OF-612 www.opm.gov/forms/pdf_fill/of0612.pdf		Résumé or Other written application format with information requested below. www.opm.gov/forms/pdfimage/of0510.pdf	
If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.			
Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.			
<ul style="list-style-type: none"> ➤ <u>JOB INFORMATION</u> Announcement number, title and grade of the job for which you are applying. ➤ <u>PERSONAL INFORMATION</u> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship. ➤ <u>EDUCATION</u> High School (name, city, state, ZIP code if known), and date of diploma or GED. College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts. ➤ <u>WORK EXPERIENCE</u> Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee. Highest federal civilian grade held (give job series and dates held) Work experience (paid and unpaid) Job title (include series and grade if federal job) Duties and accomplishments Employer's name and address Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary Indicate if we may contact your current supervisor. ➤ <u>OTHER QUALIFICATIONS</u> Give dates but do not send documents unless requested Job related training courses Job related skills, i.e., computer software/hardware, tools, typing speed Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice) Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards. 			
Submit a copy of applicable documents with your application if you are in the following categories:			
COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF). ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.